



Department of Defense INSTRUCTION

September 11, 1989

NUMBER 7730018

DA&M

SUBJECT : Recurring Reports of Civilian Employment and Payrolls

References: (a) DoD Instruction 7730.18, subject as above, June 3, 1987
(hereby canceled)
(b) Federal Personnel Manual (FPM) Supplement 298-2, "The 113
Summary Data Reporting System"
(c) Public Law 91-648, "Intergovernmental Personnel Act, "
January 5, 1971
(d) Title 5, Code of Federal Regulations, Part 213.3102(v) ,
"Entire Executive Civil Service"
(e) through (o) , see enclosure 1

A. RE ISSUANCE AND PURPOSE

This Instruction:

1. Reissues reference (a) to update the requirements for subject reports in accordance with reference (b) .

2. Prescribes the procedures for reporting **civilian** personnel strength and payroll data to meet the requirements of the Office of the Secretary of Defense (OSD) and the Office of **Personnel** Management (OPM) .

B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD) , the Military Departments, the Joint Chiefs of Staff (JCS) , the Inspector General of the Department of Defense (IG, DoD), the Defense Agencies, the Uniformed Services University of the Health Sciences (USUHS) , and DoD Field Activities that are assigned Agency codes by the OPM in enclosure 2 (hereafter referred to as "DoD Components").

c. POLICY

It is DoD policy to provide other Federal Agencies with necessary information when it is required by law or it is in the best interest of the Government and at the same time economically feasible.

D. RESPONSIBILITIES

1. The Secretary of the Army shall prepare the Standard Form (SF) 113-A and Supplement 1, in five parts, as **follows**:

- a. "Consolidated Army -wide."
- b. "Civil Functions, Corps of Engineers. "
- c. "Civil Functions, **Cemeterial** Expenses. "

- d. "Military Functions and Military Assistance."
- e. "National Guard Technicians."

Each entry in paragraph **D.1.a.**, above, shall be the **total** corresponding entries in paragraphs **D.1.b.** through **D.1.d.**, above. National Guard technicians shown in paragraph **D.1.e.**, above, are in paragraphs **D.1.a.** and **D.1.d.**, above.

2. The Secretary of the Air Force shall footnote the SF 113-A report to show the number of employees **in** "Wildlife Conservation **of** Civil Functions." National Guard technicians shall be included in the consolidated Air Force SF 113-A and shall be reported in a separate SF 113-A.

3. The Secretary of the Navy **shall** include Marine Corps civilian employees in the reports.

4. The Director, Washington Headquarters Services (WHS), shall include combined figures for all DoD Components that receive administrative support from WHS in the reports. The reporting DoD Components or other organizational units listed on the consolidated reports shall be entitled, "OSD and Organizations Serviced by **WHS.**"

5. The Heads of Other DoD Components **listed** in enclosure 2 **shall** submit separate reports.

E. PROCEDURES

1. See enclosure 4 for detailed instructions for completion of the SF 113-A.

2. Wages and salaries data on lines **17**, **18**, and **31** of the SF 113-A shall be rounded to the nearest thousand dollars. Amounts less than \$500.00 **shall** be reported as "zero."

3. Wages and salaries data on the SF 113-A may be estimated if actual expenditures are not available in time to meet the prescribed due date for submission of the SF 113-A report. However, if estimated figures are reported on lines 17, 18, and 31 of the SF 113-A:

- a. They must be clearly identified as "Preliminary."
- b. A subsequent report, labeled "Revised," reflecting the actual dollar amounts, must be submitted no later than NOON of the 15th day of the second month following the reporting month. For example, revised (actual) dollar amounts for the month of March may be submitted by noon of May 15.

4. The following SUPPLEMENTAL DATA shall accompany each SF 113-A: -

Number of indirect hire employees and related payrolls, by country, as specified in enclosure 5.

5. Preparation of reports in subsections **D.1.** through **D.4.**, above, shall **be** governed **by instructions in the** FPM Supplement 298-2 [reference **(b)**] and related FPM material, as supplemented by this DoD Instruction, and other DoD Instructions that shall be issued, as required. DoD Components shall continue to report "as of" the last calendar day of the month.

a. Before submission, the reporting DoD Component is responsible for ensuring accuracy and cross-balance of reported SF 113-A entries. The edits for entries on the SF 113-A are shown in enclosure 6.

b. The applicable OPM organizational code listed in enclosure 2 shall be entered in the block provided on each of the reports.

c. It is the responsibility of each reporting organization to notify Washington Headquarters Services, Directorate for Information Operations and Reports (WHS, DIOR) when changes occur in the personnel who are responsible for that report, as specified in enclosure 7.

6. Supplemental Report

At the end of each fiscal year (FY), a supplemental report to the SF 113-A is prepared, as follows:

a. "Total Ceiling Employment," as of September 30 (line 29 of SF 113-A) .

b. Part-time permanent employment included in line 29 of the SF 113-A, as of September 30. "Part-time permanent employees" are defined as those part-time employees with tenure codes 1 and 2 and all part-time Senior Executive Service (SES) employees, except those serving under "limited term" or "limited emergency" appointments.

c. "Total Ceiling Employment," minus "Part-time permanent employment" (paragraph E.6.a. minus E.6.b., above).

d. Fractional counting of part-time permanent employment in paragraph E.6.b., above. The procedure for obtaining the fractional count of part-time permanent employment is as follows:

(1) Obtain the total number of hours per week for employees in paragraph E.6.b., above, based on their regularly scheduled work week during the last week of the pay period of the FY. That is not the actual hours those part-time permanent employees worked, but the hours they are regularly scheduled to work.

(2) Divide subparagraph E.6.d.(1), above, by 40 to obtain the adjusted figure for "Part-time permanent employees" in paragraph E.6.d., above.

e. "Total Ceiling Employment" (paragraph E.6.c. plus E.6.d., above).

f. That supplemental report is due the same time as the September SF 113-A report. See enclosure 8 for an example of the supplemental report.

F. INFORMATION REQUIREMENTS

1. SF 113-A, "Monthly Report of Federal Civilian Employment," (See enclosure 3, Interagency Control No. 1032-OPM-MO).

2. Routing

SF 113-A reports shall be forwarded in DUPLICATE to:

Washington Headquarters Services (WHS)
Directorate for Information Operations
and Reports (DIOR)
1215 Jefferson Davis Highway, Suite 1204
Arlington, Virginia 22202-4302

The DIOR shall forward one copy of the reports in paragraphs D.1.a. through D.6.f., above, together with DoD-wide consolidations, to the OPM, retaining the second copy for internal use and files.

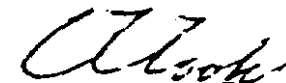
3. Due Dates

a. The Army, Navy, and Air Force shall forward SF 113-A reports to REACH the DIOR no later than NOON of the 21st day following the end of the month for which the data are reported. If the 21st falls on a weekend or holiday, the report is due the following work day at 9:00 a.m.

b. Other DoD Components shall forward SF 113-A reports to REACH the DIOR no later than NOON of the 15th day following the end of the month for which the data are reported. If the 15th falls on a weekend or holiday, the report is due the following work day at 9:00 a.m.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Director of Administration and Management, Office of the Secretary of Defense, within 120 days.



D.O. Cooke, Director
Administration and Management

Enclosures--8

1. References
2. List of OPM Codes for Use in SF 113-A Series Reports
3. SF 113-A, "Monthly Report of Federal Civilian Employment"
4. Detailed Instructions for Completion of SF 113-A
5. Supplement 1 to SF 113-A, "Number of Indirect Hire Employees and Related Payrolls"
6. Edits for Entries on SF 113-A, "Monthly Report of Federal Civilian Employment"
7. SAMPLE Agency Contact Notification Letter
8. Illustrative Example for Providing Data in Compliance with P-L. 95-437, "The Federal Employees Part-Time Career Employment Act of 1978"

REFERENCES, continued

- (e) Title 5, Code of Federal Regulations, Part 213.3102(w), "Entire Executive Civil Service"
- (f) Title 5, Code of Federal Regulations, Part 213.3201(f), "Positions Other Than Those of a Confidential or Policy-determining Character For Which It Is Not Practicable to Hold a Competitive Examination"
- (g)** Title 5, "United States Code, Section 2102, "The Competitive Service"
- (h) Office of Management and Budget (OMB) Circular No. A-n, "Preparation and Submission of Budget Estimates," Section 35, "Object Classification," 1988
- (i) Federal Personnel Manual (FPM) Supplement 298-1, "Central Data Personnel File"
- (j) Federal Personnel Manual (FPM) Supplement 296-33, "Guide to Processing Personnel Actions", April 1981
- (k) Federal Personnel Manual (FPM) 713-33, "Worker-Trainee Opportunities Program W-TO (Hiring and Developing Low-Skilled and Disadvantaged Persons in the Federal Service)," October 3, 1975
- (l) FPM Letter 316-16, "Authorization for Agencies to Make Temporary Appointments Pending Establishment of a Register (TAPER) to Worker-Trainee Positions and Modification of TAPER Authority to Permit Promotion and Reassignment of these Employees," July 30, 1979
- (m) Federal Personnel Manual (FPM), Chapter 720, "Affirmative Employment Programs," February 14, 1983
- (n) Title 5, Code of Federal Regulations, Part 8, "Appointments to Overseas Positions (Rule VIII)"
- (o) Public Law 95-437, "The Federal Employees Part-time Career Employment Act of 1978," October 10, 1978

LIST OF OPM CODES FOR USE
IN SF 113-A SERIES REPORTS

<u>OPM Code</u>	<u>DoD Components</u>
A. ARoo	Department of the Army
B. NV00	Department of the Navy
c. AFoo	Department of the Air Force
D. DD03	Defense Nuclear Agency (DNA)
E. DD0 7	Defense Logistics Agency (DLA)
F. DD10	Defense Contract Audit Agency (DCAA)
G. DD11	Defense Mapping Agency (DMA)
H. DD12	Defense Investigative Service (DIS)
I. DD15	Uniformed Services University of the Health Sciences (USUHS)
J. DD16	Department of Defense Dependents Schools (DoDDS)
K. DD26	Office of the Inspector General of the Department of Defense (IG, DOD)
L. DD32	On-Site Inspection Agency (OSIA)
M. DD01 :	
1.	Office of the Secretary of Defense (OSD)
2.	Joint Chiefs of Staff (JCS)*
3.	Defense Security Assistance Agency (DSAA)*
4.	U.S. Court of Military Appeals*
5.	American Forces Information Service (AFIS)* .
6.	Defense Advanced Research Projects Agency (DARPA)*
7.	Office of Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS)*
8.	Defense Medical Support Activity (DMSA)*
9.	Washington Headquarters Services (WHS)*
10.	Office of Economic Adjustment (OEA)*
11.	Defense Legal Services Agency (DLSA)*
12.	Strategic Defense Initiative Organization (SDIO)*
13.	Defense Technology Security Administration (DTSA)*
N. DD04 :	
1.	Defense Communications Agency (DCA)
2.	Joint Tactical Command, Control, and Communications Agency (JTC ³ A)**

*Serviced by WHS

**Serviced by DCA

Monthly Report of Federal Civilian Employment

1. Department or Agency	2. Code (OPM Use)	3. Other Organizational Unit	4. Code (OPM Use)
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5. Period Covered (Use a 6-digit number to indicate month, day, and year in items a, b, and c below. Example: 06/30/88)					
a. Employment As Of:	b. Payroll From To		c. Turnover From To		
Employment, Payroll, Turnover, ● nd Ceiling Data	All Areas (A)	Overseas		United States	
		Territories of the U.S. (B)	Foreign Countries (C)	Wash., D.C. Metro Area (D)	Outside Wash., D.C. Metro Area (E)

SECTION I - CURRENT STATUS

1. Total Employment					
2. Total in Permanent Positions					
3. Full-Time					
4. Full-Time in Permanent Positions					
5. Full-Time with Permanent Appointments					
6. Part-Time					
7. Part-Time with Permanent Appointments					
8. Intermittent					
9. ~ -					
10. With Permanent Appointments					
11. Excepted Service & Sr. Executive Serv.					
12. WSh Permanent Appointments					
13. wage Systems					
14. U.S. Citizens					
15. Noncitizens					
16. Total Intermittents Not Working					

SECTION II- PAYROLL (In thousands of dollars. For example: 1,213,600 should appear as 1,214)

17. Wages and Salaries Earned - Total				
18. Lump Sum Payments				

SECTION III - TURNOVER

19. Total Accessions				
20. Transfers				
21. Total New Hires				
22. Accessions to the Competitive Service				
23. New Hires to the Competitive Serv.				
24. U.S. Citizens				
25. Total Separations				
26. Transfers				
27. Quits				
28. U.S. Citizens				

SECTION IV - EMPLOYMENT CEILING DATA

29. Total Ceiling Employment				
30. Full-Time WSh Permanent Appls.				
31. Total Payroll 10 Ceiling Employees				

Certified by (Signature)	Official Position	Location & Telephone No.	Date (M-D-Y)
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Reports should be submitted to: Workforce Information Branch, Statistical Analysis and Services Division, Office 01 Personnel Management, 1900 E Street, N.W., Washington, D.C. 20415. Attention: SF 113-A, Room 7494.

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DETAILED INSTRUCTIONS FOR COMPLETION OF SF 113-A

A. SECTION 1, "CURRENT STATUS"

1. General

a. That section (lines 1 through 16) relates to current employment at the end of the month and covers work schedule, type of appointment, position occupied, wage system, and citizenship of Federal civilian employees. Employment totals shown for lines 1 through 15 of the SF 113-A should reflect employees who (as of the report date) have NOT been officially separated from the Agency by SF 50 or equivalent personnel action, and who have either:

(1) Worked for any given period during the report month.

(2) Are on paid annual, sick, injury, administrative, military, or holiday leave.

b. Employment totals shown for line 16 should reflect employees with intermittent work schedules who have not worked during the current reporting period, **AND** as of the report date, have not been officially separated from the Agency's workforce. Employees shown in line 16 should NOT be included in lines 1 through 15.

c. ~~Exclude~~ from lines 1 through 15 employees on leave without pay (LWOP), suspension, or furlough if such actions are scheduled to or actually exceed 30 calendar days; report those employees as separations.

d. Include as appropriate in lines 1 through 16 any seasonal employees and **on-call** in pay status. Seasonal employees are indicated by work schedule codes "G" (full-time seasonal), "Q" (part-time seasonal), and "J" (intermittent seasonal). On-call employees are indicated by work schedule code "H" (full-time on-call) and "R" (part-time on-call). Seasonal and on-call employees in nonpay status or scheduled to be in nonpay status for more than 30 days (similar to nonseasonal employees who are on LWOP) should not be included in lines 1 through 16 until they return to pay status. Those seasonal and on-call employees should be included as an accession when returning from nonpay status for more than 30 days and as a separation when they have been in nonpay status or are scheduled to be in nonpay status for more than 30 days.

2. Line Definitions of Section I

a. Line 1, "Total Employment"

(1) Total employment is full-time, part-time and intermittent employees (sum of lines 3, 6, and 8) who, as of the report date, have NOT been officially separated from the Agency by SF 50 or equivalent action, and who have either:

(a) Worked for any given period during the report month.

(b) Are on paid annual, sick, injury, administrative, military, or holiday leave.

(2) Exclude intermittent employees included in line 16.

(3) Do INCLUDE employees whose separations are effective ON THE REPORT DATE. The separation **for** actions for such employees should be included in the next month's report.

(4) EXCLUDE from the SF 113-A all persons whose appointments are without compensation.

(5) Special instructions apply to employees on furlough, suspension, and LWOP, and seasonal and on-call employees in nonpay status. Those employees should not be included in line 1 if their leave (or nonpay status) is scheduled to exceed, or actually exceeds, 30 calendar days. Such employees should not be included in total employment until they return to duty. THE EMPLOYEE'S STATUS, AS OF THE REPORT DATE, DETERMINES WHETHER THE EMPLOYEE SHALL OR SHALL NOT BE INCLUDED.

(6) Employees on leave with pay pending separation by either disability or optional retirement should be counted in the "Current Status" (section I). Employees on leave with pay who receive **on-the-job** injury or **illness are** also **to be counted in the "Current Status."** However, for personnel ceiling-related data, such employees who meet CERTAIN CONDITIONS are excluded from employment ceiling-related data shown in section IV (section D., below).

(7) Personnel on mobility assignments authorized by P.L. 91-648 (reference (c)) shall be reported, as follows:

(a) Employees on LWOP for more than 30 days to State, local, and Indian Tribal Governments, institutions of higher learning, or other eligible organizations shall be reported as "**separations.**"

(b) Conversely, employees who have received Federal appointments (while under mobility assignments to Federal Agencies) shall be shown as new appointments if appointed for more than 30 days.

(c) Federal employees detailed **to State, local, and Indian Tribal Governments; institutions of higher** learning; or other eligible organizations shall be reported in "Total Employment" only if over 50 percent of their salary is paid by the Federal Agency.

(8) Line 1 also INCLUDES persons in the following programs that are exempted from the President's employment ceilings:

(a) **Sumner aids** appointed under 5 CFR 213.3102(v) [reference (d)].

(b) The Stay-in-School Program, employees appointed under 5 CFR 213.3102(w) (reference (e)).

(c) The Federal Junior Fellowship Program, employees appointed 5 CFR 213.3201(f) (reference (f)).

(d) Persons in the W-TO Program who are in developmental jobs (for a 12-month period from date of appointment) who were selected from the

Worker-Trainee register, appointed under the Veterans Readjustment Appointment (VRA) authority, or appointed under the Worker-Trainee TAPER authorization.

(a) Lines 9 plus 11 should equal line 1 in each column. The total of the figures on lines 3, 6, and 8 should always equal the figure on line 1 in each column. The total of figures on lines 14 and 15 should always equal the figure on line 1 in each column.

b. Line 2, "Total in Permanent Positions"

(1) Show data for employees (regardless of work schedule, status of the employee or the type of appointment held) occupying "permanent positions."

(2) A permanent position is one which is either:

(a) Established without time limitation.

(b) Established for a limited period of 1 year or more.

(c) Occupied for 1 year or more (not necessarily continuously by the same employee), regardless of the intent when it was established.

c. Line 3, "Full-Time"

Full-time employees are those regularly scheduled to work the number of hours and days required by the administrative workweek for their employment group or class. (Most full-time employees have an administrative workweek of 5 days of 8 hours each. Others have administrative workweeks of different hours.)

d. Line 4, "Full-time in Permanent Positions"

(1) Show data for employees reported in line 3 who are in permanent positions, as defined in line 2.

(2) THE NATURE OF THE POSITION RATHER THAN THE STATUS OR TENURE OF THE EMPLOYEE IS CONTROLLING. For example, an employee with a temporary appointment serving full-time in a permanent position is regarded as occupying a permanent position as long as the position is one that has existed, or is expected to exist, for 1 year or more.

(3) The full-time employees in line 3 not reported in line 4, as occupying permanent positions, are full-time employees in "temporary positions."

e. Line 5, "Full-Time with Permanent Appointments"

(1) Show data for employees included in line 3 (i.e., "full-time") who meet either one of the following criteria: are in tenure group 1 or 2, as defined below.

(a) Tenure group 1

1 COMPETITIVE SERVICE. Tenure group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation.

2 EXCEPTED SERVICE. Tenure group 1 includes employees whose appointment carries no restriction or condition such as conditional, indefinite, or specific time limitation or trial period.

(b) Tenure group 2

1 COMPETITIVE SERVICE. Tenure group 2 includes employees serving under career-conditional appointments, and career employees serving initial appointment probation.

2 EXCEPTED SERVICE

a Tenure group 2 includes employees who are serving trial periods or whose tenure is equivalent to career-conditional tenure in the competitive service in Agencies, that use that type of appointment system.

b All SES employees except those serving under "limited term" or "limited emergency" appointments.

(2) In Section I, "permanent appointments" consist of employees in tenure groups 1 and 2 and all SES employees except those serving under "limited term" or "limited emergency" appointments.

f. Line 6, "Part-Time"

Part-time employees are those who work less than full-time, but for a specific number of hours (usually 16 to 32 hours per administrative workweek) on a prearranged scheduled tour of duty.

g. Line 7, "Part-Time with Permanent Appointments"

Show data for part-time employees included in line 6 who have permanent appointments, as defined in line 5.

h. Line 8, "Intermittent"

(1) Count intermittents who, as of the report date, have NOT been officially separated from the Agency's workforce, and who have worked for any given period during the report month.

(2) Intermittent employees are those who work an irregular number of hours or days for which there is no prearranged scheduled tour of duty. Such employees are paid only for the time actually worked or for service actually rendered. Do NOT include in line 8 intermittent who are reported in line 16.

i. Line 9, "Competitive Service"

Relevant portions of the definition of the competitive service from 5 U.S.C., section 2102 (reference (g)) are reprinted below:

"Section 2102. The Competitive service

(a) The "competitive service" consists of -

(1) all civil service positions in the executive branch,
except -

(A) positions which are specifically excepted from the
Competitive service by or under statute;

(B) positions to which appointments are made by nomina-
tion for confirmation by the Senate, unless the Senate otherwise directs; and

(C) positions in the Senior Executive Service;"

(b) Civil service positions not in the executive branch that
are specifically included in the competitive service by statute.

(2) Notwithstanding subparagraph a.(1)(B) of this section (2102),
the "competitive service" includes positions to which appointments are made by
nomination for confirmation by the Senate when specifically included herein
by statute.

(3) As used in other Acts of Congress, "classified civil service"
or "classified service" means the "competitive service."

(4) Competitive service includes employees in tenure group 0, 1,
2, or 3 and position occupied code 1.

(5) Lines 9 and 11 should add to line 1 in each column of the
SF 113-A.

j. Line 10, "Competitive Service With Permanent Appointments"

Show data for employees occupying positions in the competitive
service (position occupied code 1) and who are in tenure group 1 or 2, as
defined in line 5.

k. Line 11, "Excepted Service and Senior Executive Service"

The excepted service and the SES consist of those civil service
positions not in the competitive service. Include employees in position
occupied codes 2, 3, or 4 regardless of tenure group (i.e., tenure group 0
through 3).

l. Line 12, "Excepted Service and Senior Executive Service With
Permanent Appointments"

Show data for employees occupying positions in the excepted service
(position occupied code 2) and who are in tenure group 1 or 2 and all SES
employees (position occupied codes 3 or 4) except those serving under "limited
term" or "limited emergency" appointments.

m. Line 13, "Wage Systems"

(1) Wage system employees (included in line 1) are those whose basic
rates of pay are fixed and adjusted from time to time, in accordance with locally
prevailing rates, by wage boards or similar administrative authority serving the
same purposes.

(2) Include WG, WL, WS, WW, and all other pay plans beginning with W, K, T, N, J, or X. Exclude YV and YW pay plans.

n. Line 14, "U.S. Citizens"

(1) Show data for employees who are U.S. citizens, regardless of their place of permanent residence.

(2) A citizen (of the United States) is a person who owes allegiance to the United States and is entitled to full civil service rights either by birth or naturalization.

o. Line 15, "Noncitizens"

(1) Show data for employees who are not U.S. citizens, regardless of their place of permanent residence.

(2) Lines 14 and 15 should equal line 1 in each column.

p. Line 16, "Total Intermittent Not Working"

(1) Those employees who work an irregular number of hours or days for which there is no prearranged scheduled tour of duty, who have not worked during the current reporting period, and as of the report date, have NOT been officially separated from the Agency's **workforce**.

(2) Those employees are excluded from lines 1 through 15.

B. SECTION II, "PAYROLL"

1. General

a. That section (lines 17 and 18) relates to monthly wages and salaries EARNED by Federal civilian employees and lump sum payments for annual leave to employees who have separated from the Federal Government. While employment totals relate to the "as of" date of the report, payroll data relate to the period that began the day after the immediately preceding "as of" date and ends with the "as of" date of the current reporting period.

b. Payroll figures **should** be reported to the NEAREST WHOLE THOUSANDS OF DOLLARS.

c. Payroll figures INCLUDE funds chargeable to OMB object classes 11.1, 11.3, and 11.5 under "Personnel Compensation." The definitions of object classes are provided in OMB Circular A-n, Section 35 [reference (h)]. Payroll **figures** do NOT include the Government's share (as employer) of health insurance, term life insurance, Federal retirement, old-age survivors' disability insurance, and retirement costs, which include the Government's payment to cover interest on the unfunded retirement liability.

d. When funds appropriated to one Agency are obligated to another Agency through an allocation or appropriation adjustment transaction to perform service for the first Agency, that part of such funds chargeable to object class 11, "Personnel Compensation," must be reported by the Agency whose employees perform the work and receive the payment. The Agency for

which the service is performed excludes from the total reported on the payroll lines the amount that is chargeable to object class 11.

2. Line definitions of section 11

a. Line 17, "Wages and Salaries Earned-Total"

(1) Show the amount of earnings for all employees (including those who are separated) for workdays and paid holidays for the period being reported.

(2) The amount of wages and salaries shall be reported for the period when the employees actually earned the money and not when the money was actually paid. If an error is detected in reporting the amount of earnings in the proper report period, an amended report should be submitted. The FY total salaries and wages (sum of 12 reports from October through September) should reflect actual wages and salaries earned by Federal employees for the FY period being reported.

(3) Give the total earnings for personal service to the NEAREST WHOLE THOUSANDS OF DOLLARS.

(4) Wages and salaries include gross base pay, overtime, night differential, cost of living allowances, station allowances, holiday pay, and any retroactive pay, but EXCLUDE lump sum payments for annual leave.

(5) Earnings may be estimated on the basis of the number of workdays in the period being reported.

(6) For agencies and employees included in the U.S. budget, the FY total should balance to OMB budget class object funds.

b. Line 18, "Lump Sum Payments"

(1) Show data for total lump sum payments (to the NEAREST WHOLE THOUSANDS OF DOLLARS) for annual leave during the period reported.

(2) The amount of lump sum payments should be reported for the period when the employees actually earned the money (i.e., when separated from the Federal Government), and not when the money was actually paid. If an error is detected in reporting the amount of lump sum payments in the proper report period, an amended report should be submitted. The FY total lump sum payments (sum of 12 reports from October through September) should reflect actual lump sum payments earned by Federal employees for the FY period being reported.

(3) Note that lump sum payment amounts are to be included in that line only and should NOT be added in the total for wages and salaries reported in line 17.

c. SECTION III, "TURNOVER"

1. General

a. That section (lines 19 through 28) covers personnel actions that result in additions to, and losses from, an Agency's workforce. Accessions consist of additions to the Agency's workforce and returns to duty by current

employees who have been in nonpay and/or nonduty status. The nature of action codes (NOACs) that are for current employees in the 100 to 200 series are accessions. Accessions include appointments from civil service registers that are career or career-conditional appointments, excepted appointments, appointments to the SES, temporary appointments from registers, temporary appointments pending the establishment of registers, reappointments, reinstatements, restorations and returns to duty, and transfers. Separations consist of actions that take employees off the Agency's workforce and that place current employees in nonpay and/or nonduty status. The NOACs that are in the 300 and 400 series are separations. Separations include discharges, quits, terminations, reductions-in-force (RIF), removals, transfers, extended LWOP, suspensions, furloughs, deaths, retirements, and displacements.

b. Each turnover line described in detail, below (lines 19 through 28), is accompanied by a list of NOACs. The list of NOACs for each line is to be used ONLY as a guide in reporting Federal employees. Some NOACs are included in several lines; AGENCIES SHOULD REVIEW THE INDIVIDUAL EMPLOYEE'S SITUATION AND REPORT THE EMPLOYEE IN THE APPROPRIATE LINE(S). The NOACs listed for each line are taken from FPM Supplement 292-1 (Reference i) and FPM Supplement 296-33 (reference (j)).

c. Turnover data are to reflect accessions and separations having EFFECTIVE DATES during the period covered.

2. Line Definitions of Section III

a. Line 19, "Total Accessions"^f

(1) Personnel actions during the period are being reported that result in additional employees to the Department or Agency's competitive or excepted services, or SES.

(2) EXCLUDE shifts within the Agency or Department that are between ANY organizations that are below the Agency or Department level. Such sub-organizations will generally be those assigned a Central Personnel Data File (CPDF) Agency sub-element code by the OPM. Similarly, that exclusion covers Agency sub-organizations that are not identified in a CPDF; i.e., an Agency has been assigned an Agency code of XX00, and has four sub-organizations that have been assigned codes XX01 through XX04. The following exclusions from reporting turnover apply:

(a) Movement BETWEEN two sub-organizations; e.g., between XX01 and XX02.

(b) Movement between two units WITHIN a sub-organization; i.e., movement WITHIN either XX01, XX02, XX03, or XX04.

(3) INCLUDE employee shifts involving ONLY Agencies and/or Departments. For example, include shifts between Agency A that has been assigned an Agency code of XX00 and Agency X that has been assigned an Agency code of XX00.

(4) INCLUDE SHIFTS BETWEEN AGENCIES when reorganizations are effected by laws or Executive orders that shift groups of employees and the functions they perform. Please footnote reports when reorganizations occur,

giving the authority (law or Executive order), date of change, number of employees gained, and the number of the other Agency or Agencies involved.

(5) INCLUDE returns to duty from nonpay status of more than 30 days.

(6) Total accessions include the following NOACs: 100, 101, 102, 103, 104, 107, 108, 112, 115, 117, 120, 122, 124, 128, 130, 132, 140, 141, 142, 143, 145, 146, 147, 148, 149, 150, 151, 153, 154, 155, 157, 170, 171, 280 (when returning from nonpay status of more than 30 days), and 292 (when returning from nonpay status of more than 30 days).

b. Line 20, "Transfers"

(1) Show data for employees who, without a break in service of one full workday, change from a position in one Agency to a position in another Agency.

(2) Include mass transfers of employees between Agencies as a result of transfer of functions. Include NOACs 130, 132, 145, 147, and 157; and 100 and 101 when (both 100 and 101 are used with legal authority code(s) (LAC(s)) K4M, BKM, BBM, or V8L), and 102 and 103 when (both 102 and 103 are used with the LAC of (JEM), (JGM), or (JJM)).

c. Line 21, "Total New Hires"

(1) Show data for new appointments of individuals who currently are not Federal civilian employees. Include reinstatements based on prior service.

(2) Show data for appointments to positions in the competitive and excepted services and the SES of accessions included in line 19 based on the following NOACs: 100, 101, 102, 103, 104, 107, 108, 112, 115, 117, 120, 122, 124, 128, 140, 141, 142, 143, 146, 148, 149, 150, 151, 153, 154, 155, 170, and 171.

(3) EXCLUDE transfers and employees exercising reemployment rights (such as restorations) and returns to duty and placements in pay status (NOAC) 280.

d. Line 22, "Accessions to the Competitive Service"

(1) Show data for personnel actions included in line 19 that result in the addition of employees to the competitive service of the Department or Agency. Include NOACs: 100, 101, 102, 103, 107, 108, 112, 115, 117 (when used with position occupied code 1), 120, 122, 124, 128, 130, (when used with position occupied code 1), 132 (when used with position occupied code 1), 140, 141, 280, and 292 (when returning from nonpay status of more than 30 days and when position occupied code is 1).

(2) EXCLUDE accessions to the excepted service and the SES. **Note** that line 19 minus line 22 should be total accessions to the excepted service and the SES.

e. Line 23, "New Hires to the Competitive Service"

(1) Show data for appointments to positions in the competitive service based on the following NOACs: 100, 101, 102, 103, 107, 108, 112, 115, 117 (when used with position occupied code 1), 120, 122, 124, 128, 140, and 141.

(2) Include employment after competition with others for the same position through a civil service register or under civil service recruiting authority.

(3) Include also reinstatements.

(4) Note that line 23 EXCLUDES conversions, transfers, restorations, reemployments, returns to duty, placements in pay status, new hires and accessions to the excepted service and to the SES. Line 21 minus line 23 should be total new hires to the excepted service and to the SES.

f. Line 24, "U.S. Citizens"

Show data for accessions of persons included in line 19 who are U.S. citizens, regardless of their place of permanent residence.

g. Line 25, "Total Separations"

(1) Show data for personnel actions during the period being reported that result in the loss of employees from the workforce of the Department or Agency.

(2) EXCLUDE shifts **within** the Agency or Department that are between ANY organizations that are below the Agency or Department level. Such **sub-**organizations generally will be those assigned a CPDF Agency sub-element code by the OPM. Similarly, that exclusion covers Agency sub-organizations that are not identified in CPDF; i.e., an Agency has been assigned an Agency code of **XX00**. That Agency has four sub-organizations that have been assigned a code of **XX01** through **XX04**. The following exclusions from reporting turnover apply:

(a) Movement between two sub-organizations; e.g., between **XX01** and **XX02**.

(b) Movement between two units **WITHIN** a sub-organization; i.e., movement **WITHIN** either **XX01**, **XX02**, **XX03**, or **XX04**.

(3) INCLUDE employee shifts involving **ONLY** Agencies and/or Departments. For example, include shifts between Agency A that has been assigned an Agency code of **AA00** and Agency X that has been assigned an Agency code of **XX00**.

(4) INCLUDE **SHIFTS BETWEEN AGENCIES** when reorganizations are effected by laws or Executive orders that shift groups of employees and the functions they perform. Please footnote reports when such reorganizations occur, giving the authority (law or Executive order), date of change, number of employees lost, and the name of the other Agency or Agencies involved.

(5) INCLUDE placements in nonpay status for more than 30 days.

(6) Count all separations on the day **FOLLOWING** the effective date of action. Because separation is effective at midnight, an employee is not dropped from the rolls of the Agency until the next day. For example, if an

employee resigns on September 30 and the report date is also September 30, and she remains on the rolls of the Agency through midnight on the 30th. The employee is dropped from the Agency's rolls on the next day, October 1st. The employee in this example would be reported in the appropriate lines of Sections I, II, and IV of the September report and the separation report for the employee would be reported in Section III of the following month's report (October report). Agencies should avoid double counting of the same employee as a separation. For example, if an employee is on extended LWOP and counted as a separation, the employee should NOT be counted again if the employee resigns or is terminated without returning to duty.

(7) Include the following actions as separations for periods scheduled for, or that actually exceed, 30 calendar days; i.e., extended LWOP, suspension, furlough, **or** placement in nonpay status.

(8) Employees who are on leave with pay pending separation by either disability **or** optional retirement are to be counted as a separation ONLY when eventually separated by disability or optional retirement.

(9) Transfers require special attention. To safeguard employee rights, the practice is that a **"separation"** SF 50 is **not** prepared by an employee who transfers to another Agency until an "accession" SF 50 is received **by** the losing office that continues to report **that person** in total employment. Those procedures can result in the employee being reported in both Agencies' total employment for the same month. On the SF 113-A, the losing Agency should exclude transfers from line 1 as soon as they cease to be paid by the losing Agency, even though that Agency may not have received **an** "accession" SF 50 by the time the SF 113-A report is prepared. Under those procedures for handling transfers, a system check **should be built** into automated **systems to** prevent **a break** in service.

(10) Total separations include the following NOACS: 300, 301, 302, 303, 304, 312, 317, 330, 350, 351, 352, 353, 354, 355, 356, 357, 385, 386, and 473. When in nonpay status for more than 30 days, the following 430, 450, 452, 460, and 472.

h. Line 26, "Transfers-Separations"

Show data for employees who, without a break in service of one full workday, change from a position in one Agency to a position **in** another Agency. Include mass transfers of employees between Agencies as a result of transfer of functions, NOAC 352, except with the LAC of PZM and ZPM.

i. Line 27, "Quits"

(1) Show data for voluntary resignations by employee or separation by Agency if employee declines new assignment (decision not to accept a new job), abandons position (left the job), joins military, **or** fails to return from military furlough.

(2) EXCLUDE resignations due to RIF or instead of adverse action.

(3) EXCLUDE retirements and deaths.

(4) Quits include NOAC and/or LAC combinations, as follows:
312/RPR, 312/RWM, 312/RXM, 317/RPM, 317/RUM, 330/C7M, 351, 353, 356/USM,
356/UTM, 356/VAJ, 356/VHJ, 356/VJJ, and 356/V2J.

j. Line 28, "U.S. Citizens"

Show data for separations of persons included in line 25 who are U.S. citizens regardless of their place of permanent residence.

D. SECTION IV, "EMPLOYMENT CEILING DATA"

1. General

a. That section (lines 29 through 31) relates to employment ceiling-related information. The figures reflected in that section shall NOT be used (unless otherwise indicated by the OMB) for controlling employment, but are intended only to reflect **headcount** of employment related **to** ceilings. For most Executive branch Agencies, employment control shall be tracked on a work-year basis. Agencies that are not subject to Presidential employment ceiling limitations are **to** report employment data (**in** Section IV of the SF 113-A) as if they had been assigned a ceiling; for those latter Agencies, employment, and payroll in that section shall correspond to those reported in Section I lines 1, 5, and the sum of lines 17 and 18, if there are no ceiling exempt employees, as listed in subparagraphs **D.1.b.(1)** through **D.5.f.(2)**, below.

b. All **data** in that section EXCLUDE employment and payroll of employees exempt from the President's ceiling control, **as** listed in subparagraphs **D.1.b.(1)** through **D.1.b.(5)**, below:

(1) Summer aids appointed under 5 CFR 213 3102(v) (reference (d)).

(2) The Stay-in-School Program, employees appointed under 5 CFR 213.3102(w) (reference (e)).

(3) The Federal Junior Fellowship Program, employees appointed under 5 CFR 213.3201(f) (reference (f)).

(4) Persons in the W-TO Program who are in developmental jobs (for a 12-month period from date of appointment), who were selected from the W-TO register, appointed under the VRA authority, or appointed under the W-TO-TAPER authorization. (See FPM Letter 713-33 (reference (k)), FPM Letter 316-16 (reference (l)), or FPM chapter 720 (reference (m))).

(5) Those employees covered by any official exemptions granted by the OMB.

c. Exclude from the employment and payroll lines employees on LWOP, furlough, or suspension whose absence actually exceeds or is scheduled to exceed 30 calendar days.

d. Exclude also employees on leave with pay pending separation by disability retirement who meet both the following criteria:

(1) Their application for disability retirement has been approved by the OPM.

(2) Their use of sick leave after approval date actually exceeds, or is scheduled to exceed 30 calendar days.

e. Exclude employees on leave with pay pending separation by optional retirement who meet all five of the following criteria:

(1) Employee has to retire because of ill health.

(2) Employee is on sick leave and the employing Agency has received a licensed physician's certificate covering the entire period for which the employee has requested sick leave.

(3) Employee meets age and service requirements for optional requirement.

(4) **SF 2801**, "Application for Immediate Retirement," package has been submitted for retirement to become effective when sick leave expires.

(5) The employee's use of sick leave after approval date exceeds or is scheduled to exceed **30** calendar days.

f. Exclude employees who receive on-the-job injury or illness and meet the following criteria:

(1) Approval for worker's compensation has been received from the Department of Labor (**DOL**).

(2) Use of sick leave after approval date exceeds or is scheduled to exceed 30 calendar days.

2. Line Definitions of Section IV

a. Line 29, "Total Ceiling Employment." Show total number of employees covered by the President's employment ceiling as of the report date; i.e., line 1 EXCLUDING persons in nonceiling programs and other OMB-approved exemptions.

b. Line 30, "Full-time with Permanent Appointments"

(1) Those employees related to employment ceilings included in line 29 who are full-time with permanent appointments are in tenure group 1 or 2:

(a) Tenure Group 1

1 **COMPETITIVE SERVICE.** Tenure group 1 includes employees serving under career **appointments** who either have completed initial appointment probation or are not required to serve initial appointment probation.

2 **EXCEPTED SERVICE.** Tenure group 1 includes employees whose appointment **carries** no restriction or condition such as conditional, indefinite, or specific time limitation or trial period.

(b) Tenure Group 2

1 COMPETITIVE SERVICE. Tenure group 2 includes employees serving under career-conditional appointments, and career employees serving initial appointment probation.

2 EXCEPTED SERVICE. Tenure group 2 includes employees who are serving trial **periods**, or whose tenure is equivalent to career-conditional tenure in the competitive service in Agencies that use that type of appointment system. Includes all SES employees except those serving under "limited term" or "limited emergency" appointments.

(2) Line 5 minus line 30 therefore gives full-time **nonceiling**-related employees with permanent appointments.

(3) **Under** that report only, "permanent appointments" consist of tenure groups 1, 2, and all SES employees except those serving under "limited term" or "limited emergency" appointments. "Temporary and indefinite appointments" consist of all other employees.

c. Line 31, 'Total Payroll to Ceiling Employees'

(1) Show the total wages and salaries earned and lump sum payments to all ceiling-related employees (including those who are separated during the report period) for workdays and paid holidays for the period being reported.

(2) The amount of wages and salaries and lump sum payments should be reported for the period when the employees actually earned the money and not when the money was actually paid. If an error is detected in reporting the payroll amount (total wages and salaries and lump sum payments) in the proper report period, an amended report should be submitted. The **FY** total payroll (sum of 12 reports from October through September) to ceiling-related employees should reflect actual wages and salaries and lump sum payments earned for the **FY** period being reported.

(3) Show the total payroll figures to NEAREST WHOLE THOUSANDS OF DOLLARS .

(4) Line 31 is a subset of lines 17 and 18. The sum of lines 17 and 18 minus line 31 gives total payroll for **nonceiling** employees.

SUPPLEMENT 1 TO SF 113-A,
"NUMBER OF INDIRECT HIRE EMPLOYEES
AND RELATED PAYROLLS "

DoD Component: _____

Month and Year: _____

<u>Country:*</u>	<u>Number of Employees End of Month:</u>	<u>Wages and Salaries Earned During Month:</u>
Germany	_____	\$ _____
Japan	_____	_____
Korea	_____	_____
United Kingdom	_____	_____
Total:	_____	_____

* List each country in alphabetical sequence

EDITS FOR ENTRIES ON SF 113-A, "MONTHLY REPORT OF FEDERAL CIVILIAN
EMPLOYMENT"

A. Listed in Section B., below, are basic mechanical edits that each Agency should perform to ensure accuracy of SF 113-A report entries. Additionally, logical checks should be made to ensure that all entries are reasonable.

B. Edits applicable to SF 113-A:

1. Check to see that SF 113-A is signed by the person responsible for the report and is completely filled out, although items for **which** there are no entries should be left blank. There should be no negative numbers in any cell.

2. The sum of columns B, C, D, and E should always equal the figure for column A. The sum of columns B and C should reflect data for employment overseas, and the sum of columns D and E should reflect data for employment in the United States.

3. Each of the lines 2 through 15 should be less than or equal to line 1 in each column.

4. The total of the figures on lines 3, 6, and 8 should always equal the figure on line 1 in each column.

5. Line 4 should be less than or equal to line 2 in each column.

6. Line 4 should be less than or equal to line 3 in each column.

7. Line 5 should be less than or equal to line 3 in each column.

8. Line 5 should be less than or equal to the sum of lines 10 and 12 in each column.

9. Line 5 minus line 30 should be less than or equal to the difference of line 1 minus line 29 in each column.

10. Line 7 should be less than or equal to line 6 in each column.

11. The sum of lines 5 and 7 should be less than or equal to the sum of lines 10 and 12 in each column.

12. If line 1 minus line 3 is equal to zero, then line 3 minus line 5 **should** be equal to line 1 minus the sum of lines 10 and 12 in each column.

13. If line 1 minus line 3 is greater than zero, then line 3 minus line 5 should be less than or equal to line 1 minus the sum of lines 10 and 12 in each column.

14. If line 1 minus line 3 is greater than zero, then line 6 minus line 7 should be less than or equal to line 1 minus the **sum** of lines 10 and 12 in each column.

15. Lines 9 and 11 should add to line 1 in each column.

16. Line 10 should be less than or equal to line 9 **in** each column.

17. Line 12 should be less than or equal to line 11 in each column.
18. The total of figures on lines 14 and 15 should always equal the figure on line 1 in each column.
19. Each of the lines 19 through 24 should be less than or equal to line 1 in each column.
20. Each of the lines 20 through 24 should be less than or equal to line 19 in each column.
21. The sum of lines 20 and 21 should be less than or equal to line 19 in each column.
22. Line 23 should be less than or equal to line 21 in each column.
23. Each of the lines 26 through 28 should be less than or equal to line 25 in each column.
24. The sum of lines 26 and 27 should be less than or equal to line 25 in each column.
25. Line 22 should be less than or equal to line 9 in each column.
26. Line 23 should be less than or equal to line 22 in each column.
27. Line 19 minus line 22 should be less than or equal to line 11 in each column.
28. Line 24 should be less than or equal to line 14 in each column.
29. Line 29 should be less than or equal to line 1 in each column.
30. Line 30 should be less than or equal to line 29 in each column.
31. Line 30 should be less than or equal to line 5 in each column.
32. Line 30 should be less than or equal to line 3 in each column.
33. Line 31 should be less than or equal to the sum of lines 17 and 18 in each column.
34. (Line 19 minus line 24) minus (line 25 minus line 28) should be less than or equal to line 15 in each column.
35. If line 1 equals line 29 then the sum of lines 17 and 18 should equal line 31 in each column.
36. If line 1 equals line 29, then line 5 should equal line 30 in each column.
37. If the sum of lines 17 and 18 equals line 31, then line 1 should equal line 29 in each column.

38. If line 5 equals line 30, then line 29 should be less than or equal to line 1 in each column.
39. The difference of line 21 minus line 23 should be less than or equal to the difference of line 19 minus line 22 in each column.
40. Line 21 minus line 23 should be less than or equal to line 11 in each column.
41. Line 18 should be less than or equal to line 17 in each column.
42. The sum of lines 10 and 12 minus the sum of lines 5 and 7 should be less than **or** equal to line 8 in each column.
43. (Line 1 minus the sum of lines 10 and 12) minus (line 6 minus line 7) minus (line 3 minus line 5) should be less than or equal to line 8 in each column; i.e., the sum of lines 1, 5, and 7 minus the sum of lines 3, 6, 10, and 12 should be less than **or** equal to line 8 in each column.
44. Check to see if the payroll figures are rounded to the nearest thousands of dollars.
45. Last month's total employment (line 1) plus last month's total intermittent not working (line 16) minus current month's total intermittents not working (line 16) plus current month's accessions (line 19) minus current month's separations (line 25) should be the current end-of-month employment (line 1). Check that for each column.
46. If an Agency never has any noncitizens (i.e., line 15 is 0), then line 19 should equal line 24 and line 25 should equal line 28 in each column.
47. Check data in each line of the current month's report against the previous month's report for sizeable changes.
48. In checking the current and previous month's line items, check each column for shifts in personnel in each geographic location.
49. Direct hire nationals overseas have excepted appointment since they are appointed without regard to competitive requirements in accordance with the authority provided in 5 CFR Part 8 (reference n). Therefore, direct hire nationals overseas should not appear in competitive lines 9, 10, 22, and 23.
- 50- The three youth programs for the disadvantaged, which **are** excepted under Schedule A (Summer Aids Program and Stay-in-School Program) and Schedule **B** (Federal Junior Fellowship Program), are exempt from employment ceilings and should not appear in the competitive lines 9, 10, 22, and 23 nor the employment ceiling lines 29 through 31.
51. Persons in developmental jobs for a 12-month period from date of **appointment** in the W-TO Program are competitive (line 9 or line 10, as appropriate) and are exempt from employment ceilings and should not appear in the excepted lines 11 and 12 nor in the employment ceiling lines 29 through 31.
52. Line 1 minus line 29 gives the number of employees exempt from personnel ceiling.

53. Line 1 minus line 2 gives the total number of employees occupying temporary positions. Line 3 minus line 4 gives the total number of full-time employees in temporary positions.

54. Subtracting full-time employees in temporary positions (line 3 minus line 4) **from** total employees occupying temporary positions (line 1 minus line 2) provides the number of part-time and intermittent employees in temporary positions.

55. The sum of lines 17 and 18 minus line 31 gives the payroll for the employees exempt from personnel ceilings.

56. Line 5 minus line 30 should be the number of full-time with permanent appointment employees exempt from ceiling.

57. Line 2 minus line 4 gives the number of employees who have part-time and intermittent work schedules and occupy permanent positions.

58. If line 5 is greater than line 4, there are employees with permanent appointments occupying temporary positions.

59. If line 5 is less than line 4, there are employees with temporary and indefinite appointments occupying permanent positions.

60. Line 3 minus line 5 gives the number of employees who are full-time with other than permanent appointments (e.g., temporary, indefinite, and limited).

61. Line 9 minus line 10 gives the number of employees in the competitive service with temporary and indefinite appointments who **are** full-time with other than permanent appointments (e.g., temporary, indefinite, limited).

62. Line 11 minus line 12 gives the total number of employees with temporary and indefinite appointments in the excepted service and the **SES**.

63. Line 10 plus line 12 gives the total number of employees with permanent appointments.

64. The sum of lines 10 and 12 minus the sum of lines 5 and 7 gives the number of intermittent employees with permanent appointments.

65. Line 1 minus the sum of lines 10 and 12 gives the total number of employees with other than permanent appointments.

66. Line 6 minus line 7 gives the number of part-time employees with other than permanent appointments.

67. Line 1 minus line 13 gives the number of employees in pay systems other than wage system.

68. Note that employees in line 16 should NOT be included in lines 1 through 15, 17, 18, and 29 through 31; include them in lines 19 through 28, as appropriate.

69. If an Agency's employment is entirely in excepted service; i.e., the U.S. Postal **Service** (USPS), then no data should appear in the competitive lines 9, 10, 22, and 23.

70. Line 19 minus **the sum** of lines 20 and 21 gives the total number of accessions (e.g., restorations and returns to duty) that are not transfers, accessions , or new hires.
71. Line 25 minus the sum of lines 26 and 27 gives the total number of separations (e.g., retirements, deaths, and discharges, etc.) that are not transfers, separations, or quits.
72. Line 19 minus line 22 gives the total number of accessions to excepted service and the SES.
73. Line 21 minus line 23 gives the **total number of new** hires to excepted service and the SES.
74. Line 19 minus line 24 gives the total number of noncitizen accessions.
75. Line 25 minus line 28 gives the **total** number of noncitizen separations.
76. Line 17 divided by line 1 should give a reasonable average salary per employee.
77. The sum of lines 17 and 18 minus line 31 divided by the difference of lines 1 and 29 should give a reasonable average salary per person for those who are exempt from ceilings,
78. Line 31 divided by line 29 should give a reasonable average salary per employee for those who are subject to ceiling.
79. Each **Agency** should check each line of their organizational sub-element (or bureau) reports to make sure each line adds to the Agency summary report for each column.
- 80.** Each Agency should apply additional mechanical and logical edits when possible based on any special workforce characteristics and known **sizeable** changes.
81. Each automated Agency should establish additional computer edits within its internal system so as to ensure that the data are being reported correctly.

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Sep 11, 89
7730.18 (Encl 7)

SAMPLE AGENCY CONTACT NOTIFICATION LETTER

Agency Name:
Agency Address:
Date:

Washington Headquarters Services
Directorate for Information Operations
and Reports
1215 Jefferson Davis Highway, Suite 1204
Arlington, Virginia 22202-4302

As requested, the following persons are responsible for this organization's
SF 113-A, "Monthly Report of Federal Civilian **Employment:**"

Supervisory official primarily responsible for Agency-wide report (not sub-element reports)	Commercial or AUTOVON phone (indicate which)	Working-level contact	Commercial or AUTOVON phone (indicate which)
_____	_____	_____	_____

Those staff members should be able to answer any questions you would have **on** the
SF 113-A report.

(Director of Personnel)

NOTE : Each Agency should regularly notify WHS, using the format of this
figure, **of** any changes in personnel responsible for the SF 113-A
report.

ILLUSTRATIVE EXAMPLE FOR PROVIDING DATA IN COMPLIANCE WITH P.L. 95-437,
"THE FEDERAL EMPLOYEES PART-TIME CAREER EMPLOYMENT ACT OF 1978"*

- A. Department or Agency: _____
- B. Report month and year: _____
- c. Employment coverage: _____
- D. Item number

1. "Total Ceiling Employment" (line 29 of the SF 113-A),
as of September 30, 19____.

2. Part-time permanent employment included in line 29
("Total Ceiling Employment") of the SF 113-A, as of
September 30, 19____.

3. "Total Ceiling Employment" minus part-time permanent
employment (item 1 minus item 2 above).

4. Fractional counting of part-time permanent employment
in subsection D.2., above.

5. "Total Ceiling Employment," in compliance with
P.L. 95-437 (reference (h)) (item 3 plus item 4).

a. This report is to reflect Agency-level coverage. Bureau or sub-
organization reports are not required.

b. For OMB employment ceiling reporting purposes, "part-time permanent
employees" are defined as those part-time employees (regardless of scheduled
workweek) with tenure codes 1 and 2, and all part-time SES employees except
those serving under "limited term" or "limited emergency" appointments.

* Reference (o)